

Message

From: Blake, Ellen [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=79BA69ABFDA14D4C845539858E07B8A2-EBLAKE02]
Sent: 5/9/2018 2:08:51 AM
To: Smith, DavidW [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=911849b6d8db4194ac6d4b69051e3b74-DSMITH06]; Hashimoto, Janet [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6e627659f15648edb0476c956a3b1869-JHASHIMO]; Ziegler, Sam [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=70e177091bd1472e81022fd27426fc5b-SZIEGLER]; Louis, Gail [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=6ccc035e237b4581b1ff5abb179cc82c-GLOUIS]
Subject: FW: Needed Actions- Preparation for new RA
Attachments: R9 Rolling 90-day Issues Calendar.docx

Hi all,

I think I only heard from Gail regarding whether or not there are any potential 1) RA meetings or events and/or 2) internal briefings for the RA between now and the end of July. If you don't have any, respond and let me know.

Ellen

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From: Gullatt, Kristin
Sent: Tuesday, May 08, 2018 2:54 PM
To: Amato, Paul <Amato.Paul@epa.gov>; Blake, Ellen <Blake.Ellen@epa.gov>; Montgomery, Michael <Montgomery.Michael@epa.gov>
Cc: Torres, Tomas <Torres.Tomas@epa.gov>
Subject: RE: Needed Actions- Preparation for new RA

Mike and Ellen –

We will discussed this request in detail at the ADs meeting on Thursday at 1:30pm. Paul will join us for the conversation. Please be prepared to provide any potential RA meetings, events and/or internal briefings for the RA between now and the end of July.

This is due to Amy by cob Thursday, 5/10.

One more thing, please update the 90-day calendar by 5/9 deadline.

Thx

KG

From: Amato, Paul
Sent: Friday, May 4, 2018 1:11 PM
To: Blake, Ellen <Blake.Ellen@epa.gov>; Montgomery, Michael <Montgomery.Michael@epa.gov>
Cc: Gullatt, Kristin <Gullatt.Kristin@epa.gov>; Torres, Tomas <Torres.Tomas@epa.gov>
Subject: Needed Actions- Preparation for new RA
Importance: High

Mike and Ellen,

Request for 3 things in prep for new RA arrival:

1. Potential RA meeting/events for the next two months. **5/10 deadline**
2. Internal briefings. Please provide a priority list, timing issues, and identify which briefings require RA decision (See 90-day calendar-please make sure it is up to date). **5/10 deadline**
3. Update the 90-day calendar (attached). Your managers can also edit the version at the [SharePoint site](#) under Planning & Reporting. **5/9 deadline**

Let me know how I can be of assistance. This will be discussed at the Monday ADs meeting.

Paul

From: Gullatt, Kristin
Sent: Friday, May 4, 2018 11:33 AM
To: Amato, Paul <Amato.Paul@epa.gov>
Cc: Torres, Tomas <Torres.Tomas@epa.gov>
Subject: FW: Action May 10- Preparation for new RA

Could you help us pull this information together working through the ADs. We can discuss this at the ADs meeting on Monday.

Thanks,
KG

From: Miller, Amy
Sent: Friday, May 4, 2018 11:28 AM
To: Angelich, Michelle <Angelich.Michelle@epa.gov>; Barhite, Steven <Barhite.Steven@epa.gov>; Busterud, Gretchen <Busterud.Gretchen@epa.gov>; Drake, Kerry <Drake.Kerry@epa.gov>; Gaudario, Abigail <Gaudario.Abigail@epa.gov>; Glenn, William <Glenn.William@epa.gov>; Gullatt, Kristin <Gullatt.Kristin@epa.gov>; Johnson, Kathleen <Johnson.Kathleen@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Lakin, Matt <Lakin.Matthew@epa.gov>; LEONIDO-JOHN, STEVEN <Leonido-John.Steven@epa.gov>; Lyons, John <Lyons.John@epa.gov>; Manzanilla, Enrique <Manzanilla.Enrique@epa.gov>; Quast, Sylvia <Quast.Sylvia@epa.gov>; Scott, Jeff <Scott.Jeff@epa.gov>; Strauss, Alexis <Strauss.Alexis@epa.gov>; Torres, Tomas <Torres.Tomas@epa.gov>; TROMBADORE, CLAIRE <Trombadore.Claire@epa.gov>; Valentine, Stephanie <Valentine.Stephanie@epa.gov>; Zito, Kelly <ZITO.KELLY@EPA.GOV>
Subject: Action May 10- Preparation for new RA

SMT:

In preparation for the new Regional Administrator's arrival, we ask that each division prepare the following lists:

unresponsive/unrelated document

Please provide this information to me by no later than May 10th.

Please call me if you have any questions.

Amy C. Miller
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